

Vacancy Announcement Number 10-0002

Position: SENIOR EMBASSY GUARD FP-09, FSN-ERDA-04

Open to: All Interested Candidates

Opening Date: December 2, 2009
2010

Closing Date: January 2,

Work Hours: Full - time

Position Grade: EFM/MOH/NOR: FP-09
OR: FSN-ERDA-04 (\$27,026)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN RUSSIA AND IN POSSESSION OF, OR ABLE TO OBTAIN, DOCUMENTATION THAT ALLOWS THEM TO BE LEGALLY EMPLOYED (I.E., IN COMPLIANCE WITH LOCAL RUSSIAN EMPLOYMENT LAWS) BY THE U.S. EMBASSY.

The U.S. Embassy in Moscow is seeking an individual currently residing in Russia with the required documents for employment in country for the position of **Senior Embassy Guard**.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for monitoring all access to the U.S. Embassy, Moscow and ensures that all access granted to visitors is in accordance with RSO Access Policy. Senior American Embassy Guards also ensure that all screening procedures and security measures carried out by their FSN colleagues are properly executed by overseeing their operations at post.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. U.S. citizenship is required.
2. High School Diploma or equivalent.
3. One year of prior work experience in dealing with public is required.
4. Level V (Fluency) in written and spoken English is required and level II (limited knowledge) in written and spoken Russian is required.
5. Excellent interpersonal skills (i.e. ability to work calmly under tense conditions) are required.
6. Computer skills, knowledge of MS office application.
- 7.

SELECTION PROCESS

When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference. Therefore, it is essential that all candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget and visa status in determining successful candidacy.
2. Must be able to obtain and hold a Public Trust Certification.
3. Currently employed US Citizen EFMs who hold an FMA Appointment and currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for

advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

4. Under a new Russian law on citizenship, dual citizenship is not recognized by the Government of Russia (GOR) unless a bilateral agreement exists; one does not exist between the GOR and the USG. (Bilateral agreements on dual nationality do exist between Russia and Tajikistan) Employees and/or Appointment Eligible Family Members (AEFMs) who may have dual citizenship should advise the Human Resources Office before applying for any jobs at the Embassy or at the Consulates General.

TO APPLY

Interested candidates for this position should submit the following:

- A.** Application for Federal Employment (SF-171 or OF-612); or
- B.** A current resume that addresses the qualifications for skills and abilities. In order to be considered, applicants must submit a narrative statement on a separate page with specific responses to each of the required qualifications in this announcement.
- C.** Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
- D.** Documentation (e.g. essays, certificates, awards, and copies of degrees earned) that addresses the minimum requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office

Fax: (7495) 728-5105 Email: Moscowhr@state.gov

Preferred way of sending resumes is on-line

POINT OF CONTACT: Sue Triola, HR Assistant – triolas@state.gov – 728-5000 x5818

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

- US citizen;
- Spouse or dependent who is at least age 18;
- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: January 2, 2010

The US Mission in Russia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.